AN AASIS TUTORIAL ZOSW

BEST IF PRINTED IN SLIDE VIEW

AASIS Support Center
February, 2004

Listing Outstanding Warrants

- A new transaction is available—ZOSW—to view warrants that have not yet been redeemed by the treasury.

- Multiple selection options are available.

- Users should be aware that selecting more options will slow down run time for the report.

- To avoid slow run time, users can run the report for their business area and filter the report for other details.

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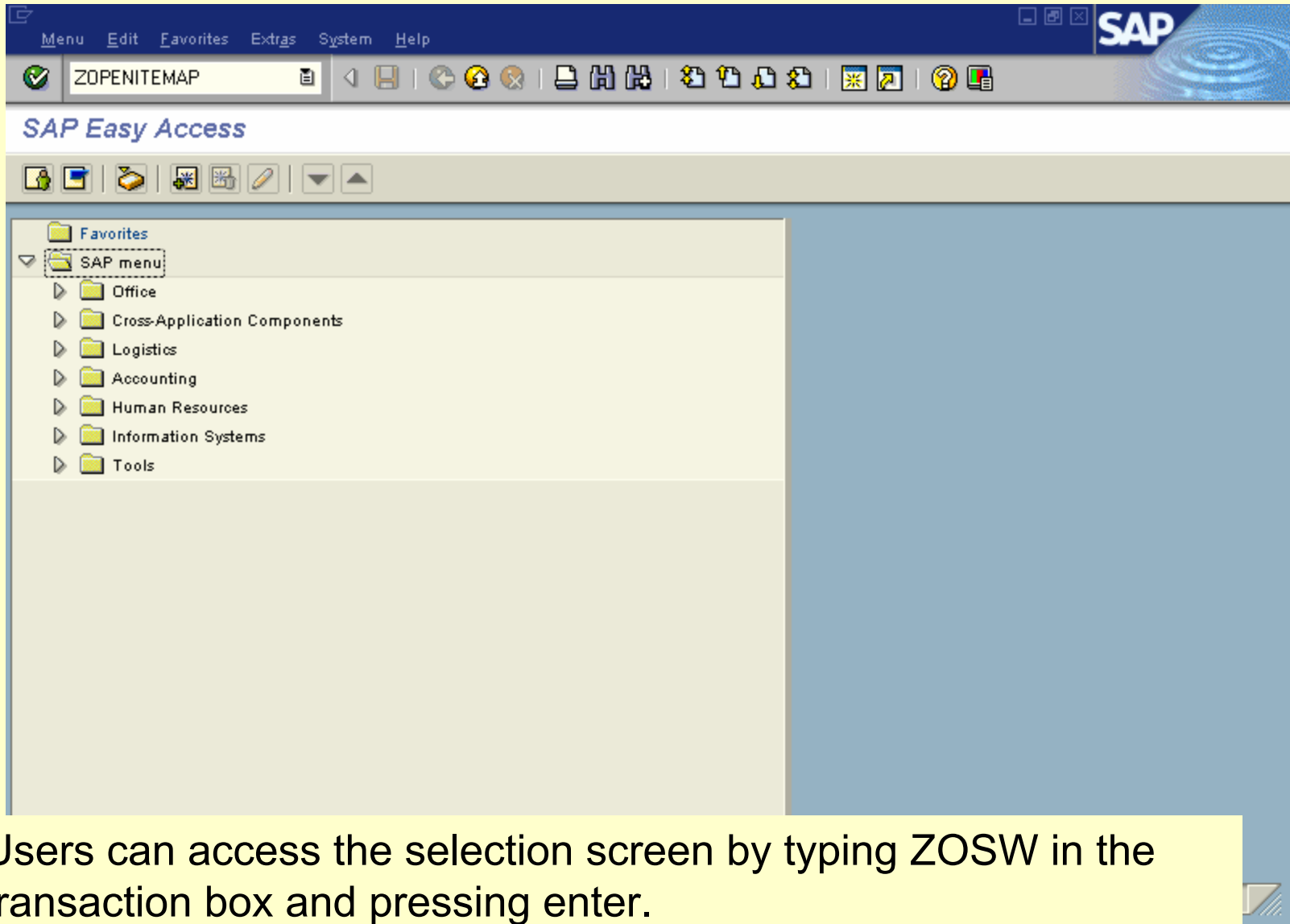
Users can access the selection screen by typing ZOSW in the transaction box and pressing enter.

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Outstanding Warrants

Processing Options			
Fiscal Year	2004	to	
Business Area	0610	to	
Payment Method	W	to	
Warrant Number		to	
Vendor		to	
Assignment		to	
Order		to	
WBS Element		to	
Fund		to	
Issue Date		to	

Users can choose from several possible selections to narrow down the report. When the desired selections have been made, click Execute.

The report lists warrants that were not redeemed by treasury.
Scroll right to view more fields.

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The additional fields are displayed.

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To filter the report, click the top of the column that you want to filter. It will then be highlighted in yellow. Click the filter icon.

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The pop-up box allows you to select an item (fund in this example), ranges, or multiple selections. Type in your choices and click the green check.

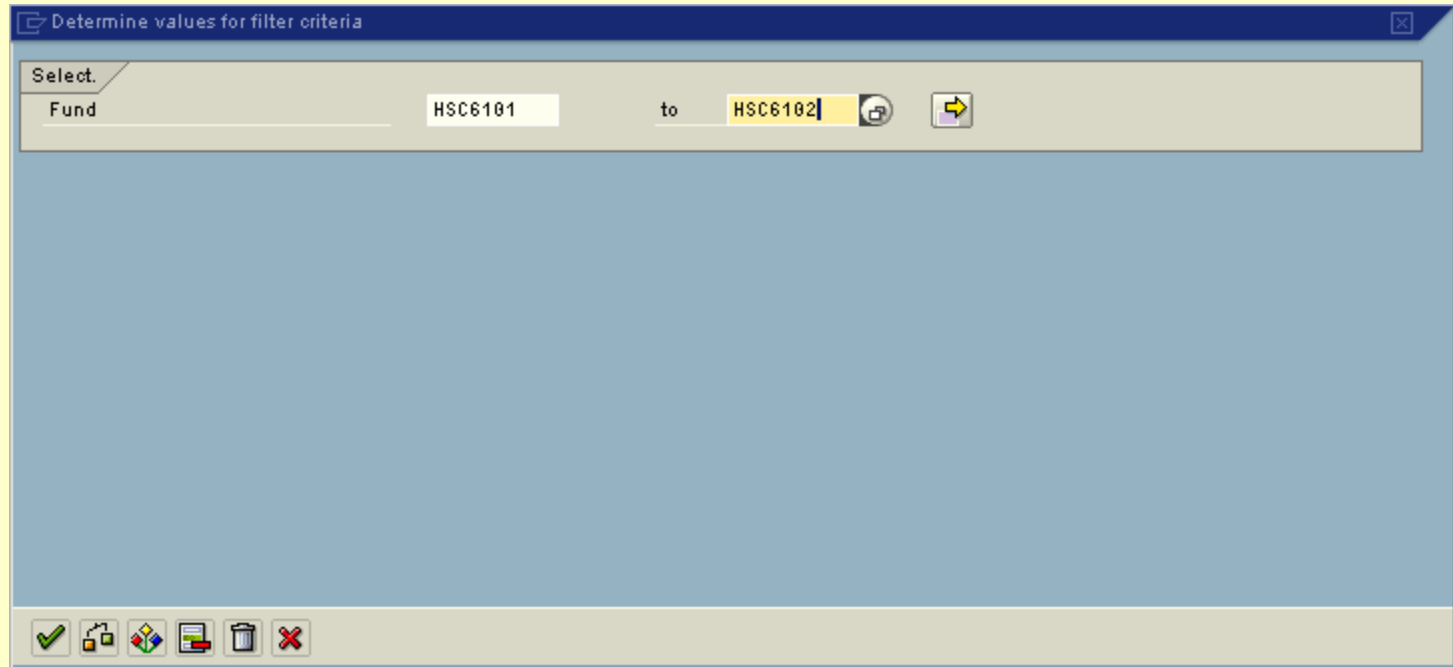The report now only displays the selected fund.

Outstanding Warrants

Document ...	Fiscal Year	Check Nbr	Addl. I...	Agency	Fund	Funds Cntr	Comm. It...	Account	Cost Cntr	WBS	Int. Order	Pay. Doc.	Vendor
1000110885	2004	410058562	NORM	0610	HSC6102	272	5090012	5060010200	383452			7007070361	1000622
1000110894		410058561	NORM	0610	HSC6102	272	5090012	5060010200	383452			7007070360	1000622
1000110901		410058563	NORM	0610	HSC6102	272	5090012	5060010200	383452			7007070362	1000622
1000141008		410217172	NORM	0610	HSC6101	278	5020002	5050001000	383225			7007535681	102260
			NORM	0610	HSC6101	278	5020002	5050019000	383225			7007535681	102260
1000141627		410108811	NORM	0610	HSC6101	272	5020002	5020002000	383220			7007221617	1000622
1000162419		410145824	NORM	0610	HSC6101	278	5020002	5050019000	383225			7007316604	102261
			NORM	0610	HSC6101	278	5020002	5050020000	383225			7007316604	102261
1000164442		410159519	NORM	0610	HSC6102	279	5020002	5020002000	383450			7007373774	1000622
1000164614		410158351	NORM	0610	HSC6101	272	5020002	5040011000	383201			7007372470	9990287
1000167905		410178229	NORM	0610	HSC6102	279	5020002	5020001000	383450			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383270			7007403359	1000609
			NORM	0610	HSC6101	278	5020002	5020001000	383225			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383260			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383255			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383250			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383245			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383240			7007403359	1000609

To save the filter for re-use the next time you run the report, choose the save layout icon.
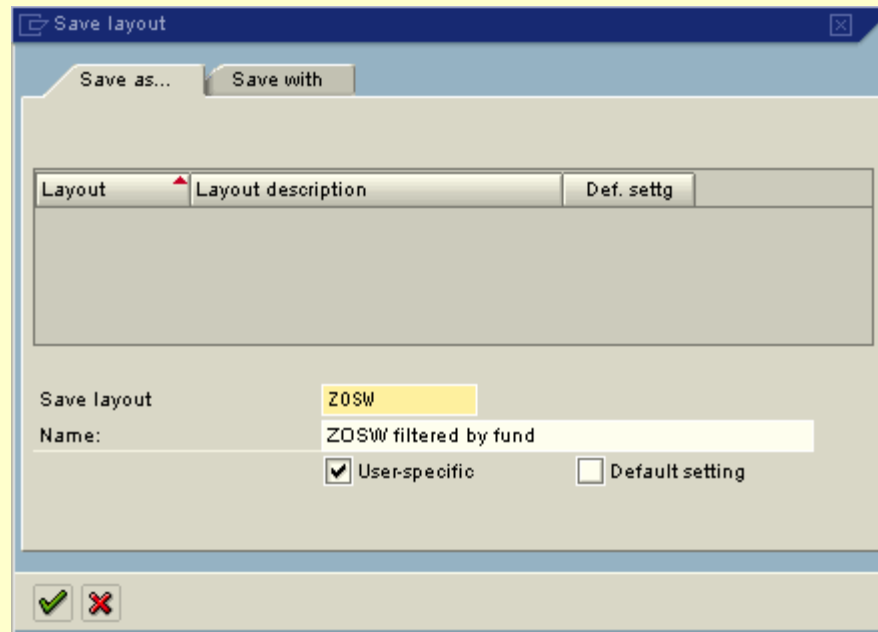
Give the layout a name and description and choose User specific.
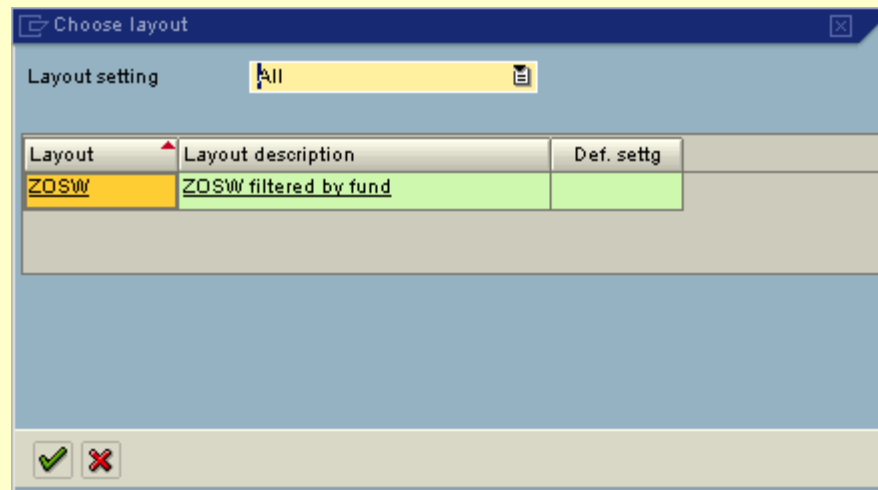
The next time you run the report, select your saved layout by clicking the select layout icon ⊞ then choose your layout from the list and green check. The saved filters will be restored.

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Outstanding Warrants

Document ...	Fiscal Year	Check Nbr	Addl. I...	Agency	Fund	Funds Cntr	Comm. It...	Account	Cost Cntr	WBS	Int. Order	Pay. Doc.	Vendor
1000110885	2004	410058562	NORM	0610	HSC6102	272	5090012	5060010200	383452			7007070361	1000622
1000110894		410058561	NORM	0610	HSC6102	272	5090012	5060010200	383452			7007070360	1000622
1000110901		410058563	NORM	0610	HSC6102	272	5090012	5060010200	383452			7007070362	1000622
1000141008		410217172	NORM	0610	HSC6101	278	5020002	5050001000	383225			7007535681	102260
			NORM	0610	HSC6101	278	5020002	5050019000	383225			7007535681	102260
1000141627		410108811	NORM	0610	HSC6101	272	5020002	5020002000	383220			7007221617	1000622
1000162419		410145824	NORM	0610	HSC6101	278	5020002	5050019000	383225			7007316604	102261
			NORM	0610	HSC6101	278	5020002	5050020000	383225			7007316604	102261
1000164442		410159519	NORM	0610	HSC6102	279	5020002	5020002000	383450			7007373774	1000622
1000164614		410158351	NORM	0610	HSC6101	272	5020002	5040011000	383201			7007372470	9990287
1000167905		410178229	NORM	0610	HSC6102	279	5020002	5020001000	383450			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383270			7007403359	1000609
			NORM	0610	HSC6101	278	5020002	5020001000	383225			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383260			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383255			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383250			7007403359	1000609
			NORM	0610	HSC6101	272	5020002	5020001000	383245			7007403359	1000609

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To delete the filter, click on the filter icon.

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Delete the filter criteria by selecting it and clicking the right arrow.
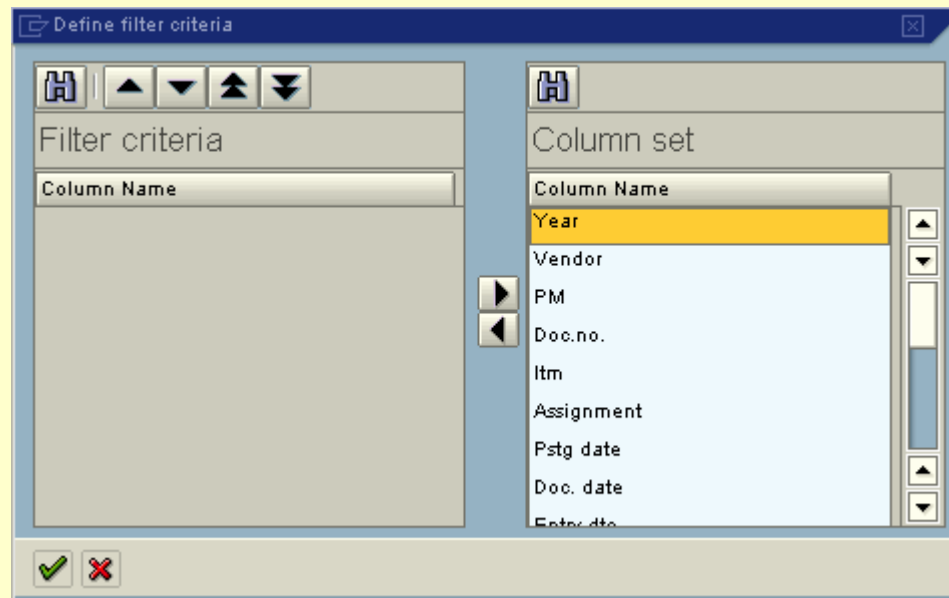
This display shows the filter criteria deleted. Click the green check to go back to the report.

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Outstanding Warrants

Document ...	Fiscal Year	Check Nbr	Payment Meth	Print Date	Doc. Amount	Addl. I...	Agency	Fund	Funds Cntr	Comm. It...	Account	Cost Cnt
1000167905	2004	410178229	W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383250
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383245
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383240
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383230
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383220
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383210
			W	10/01/2003	33,135.20	NORM	0610	HSC6101	272	5020002	5020001000	383201
1000167937			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383270
			W	10/01/2003	0.00	NORM	0610	HSC6101	278	5020002	5020001000	383225
			W	10/01/2003	0.00	NORM	0610	HSC6102	279	5020002	5020001000	383450
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383260
			W	10/01/2003	0.00	NORM	0610	NFA0003	907	5020002	5020001000	383258
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383255
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383250
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383245
			W	10/01/2003	0.00	NORM	0610	HSC6101	272	5020002	5020001000	383240
											20001000	383230
											20001000	383220
											20001000	383201

The report display is restored to display the entire report.

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